



TOWN ADMINISTRATOR'S REPORT

December 7, 2021



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson and Human Resources (HR) Manager Stephanie Duggan are completing negotiations with the AFSCME Clerical Union.
- TA Johnson attended a “Kick Off” meeting hosted by the Massachusetts School Building Authority (MSBA) for the start of “Module 3” in which the selected design firm, Mount Vernon Group (MVG) works with the town, the school district, and the Owners Project Manager (OPM), Colliers International, for the feasibility study and submission of design options.
- TA Johnson supported the recent Tri-Board meeting amongst the Select Board, Finance Committee and School Committee. TA Johnson also reported to the recent Budget Sub Committee meeting to give an overview of fiscal conditions in the town and status of the development of the town’s General Fund Fiscal Year 2023 (FY23) budget.
- Due to recent state-managed re-districting, Maynard voters will shift from the 3rd Congressional District (Trahan) to the 5th Congressional District (Clark). Congresswoman Trahan will continue to represent the town until the new districts are implemented in January of 2023.
- TA Johnson and the Fire Station Building Committee met and reviewed the status of the construction of the new fire station on Sudbury Street. The new facility is expected to be completed about August 2022.
- TA Johnson joined town officials in the recent Holiday Parade scheduled for December 5, 2021, in downtown Maynard. Thanks for all the hard work and support from volunteers and public safety and public works members.
- TA Johnson attended the annual Menorah Lighting ceremony at Memorial Park. Thanks for the volunteers and town’s Public Works crew for making it a great night:



- TA Johnson is continuing to work with resident volunteers as a 1 Summer Street Reuse Task Force to develop recommendations to the Select Board for what to do with the town-owned property of the soon-to-be vacated fire station. An invitation is available to attend a public forum on December 16, 2021 via Zoom to receive more input. Information about the topic can be found online: [Maynard, MA | Capital Projects Info | ClearGov](#)

MUNICIPAL SERVICES:

Planning/Zoning and Economic Development

- 170 Main Street: The Planning Board extended the Special Permit/Site Plan approval for Jimmy's Gas station for two years. The board granted the extension based on COVID related impacts. Typically permits must be acted on within two years of issuance. Construction [an overhaul of the gas facilities and the addition of retail space with drive-thru] is expected to commence Spring 2021.
- Home Based Businesses: A joint effort of the Zoning Board of Appeals and Planning Board both is now underway to develop a potential amendment to the Zoning By-laws that will modernize the regulatory framework for home based businesses [HBB's]. The intent of the proposed HBB revision is to design a permitting system that regulates by potential community impacts rather than the specific use. The effort was initiated by the ZBA based on recent experiences in the permitting process for HBB's. Outreach

to gather community input will include: a survey in mid-December, community workshops in January 2022 and, a public meeting with the ZBA and Planning Board late spring.

- Bill Nemser has been nominated to the 495/Metrowest Partnership Executive Steering Committee for 2022. The ESC annually develops regional economic development advocacy positions for the Partnership.
- 111 Powdermill – staff met with representatives from the Fazheng Group. Senior leadership staff are planning trips to the US to work on the plans for the Beijing Royal School.

Conservation

- Julia Miller has accepted the position of Conservation Agent/Assistant Town Planner. She was appointed by the Conservation Commission on November 23rd and her first day will be Monday, December 13th.

Public Health

- The Public Health Division has moved into new office space in the Office of Municipal Services.
- Annual Renewals for Food and Tobacco Permits are being processed.
- Final details are being worked out to provide a COVID-19 vaccination clinic for students.
- The office is connecting with state and regional agencies, coalitions, and partners to update contact information.
- The statewide Community Tracing Collaborative has stopped accepting new COVID-19 cases for contact tracing. We are working with volunteers to complete the training to assist the Public Health Nurse with contact tracing for the Town.
- COVID-19 related information is being updated on the Town's website.

Housing

- The affordable housing lottery for 150 Parker Street is now open! View [unit information and eligibility criteria here](#), and view the [lottery application here](#).



ArtSpace

- Fire Chief Stowers, Building Commissioner Rick Asmann and ATA Megan Zammuto met with ArtSpace architect Glen Davis of Davis Architects on December 2nd.
- Glen Davis updated town staff on his plan to prepare documents to assist ArtSpace in going out to bid to identify a contractor to complete the outstanding work in the building. ArtSpace is hoping that the first phase of constructed could be completed sometime this spring.

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Florida Road

- Florida Road will be closed at the bridge site beginning December 13th for the duration of the project (approximately two years.)

Sesquicentennial Bridge Dedication

Members of the Town of Maynard Sesquicentennial Committee, Select Board, Town Administration and Capitol Group Properties gathered at Maynard Crossing on Wednesday for a bridge dedication to the Town's 150th anniversary year. Thank you to Capital Group Properties for their partnership!





COUNCIL ON AGING:

- The Council on Aging is open Monday through Friday from 9:00 a.m. to 3:00 p.m. The COA provides information and referral for supportive services including home care, health insurance counseling, fuel assistance, food resources, housing, legal issues, public assistance programs and transportation. The Council on Aging accepts and lends durable medical equipment.
- The Council on Aging van service is providing transportation Monday through Friday from 7:00 a.m. to 3:00 p.m. Destinations include medical appointments, grocery shopping and personal needs such as banking and hair salons. Although the COA vans were vandalized over the Thanksgiving holiday weekend and had their catalytic converters stolen, the town was temporarily loaned vans through our membership in the Lowell Regional Transit Authority (LRTA). The Maynard Police were called to investigate, and insurance claims were filed. The vans will be parked at the Winter Street DPW yard behind the fence for security.
- The Capital Planning Committee visited the Council on Aging in November for a tour and a discussion of the need for a new space. Access issues were highlighted.
- Seniors participated in the Holiday Market at the Elks on November 21 by selling various knitted good and homemade soup mixes to raise money for the Friends of Maynard Seniors.
- The Northern Correction Center's culinary arts program donated an assorted of homemade pies which were distributed to participants in the Grab-n-Go lunch at the Elks. The Grab-n-Go featured a full course Thanksgiving dinner sponsored by Flo's Catering. Seniors were able to drive by and take home a hot meal!



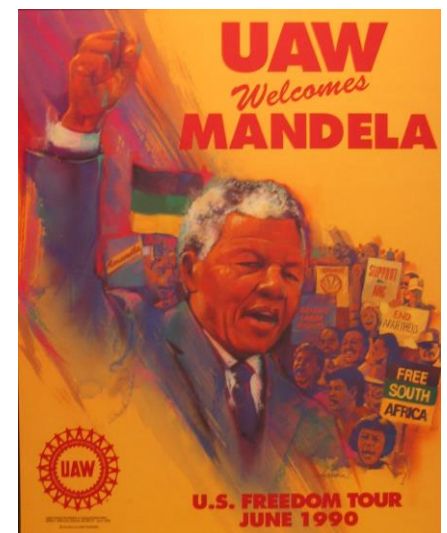
- The Council on Aging produced a November newsletter promoting the COA's activities, including arts and craft classes, nature and classic comedy series and virtual fitness classes. The newsletter also included the Maynard COA Book Club, 6 Bridges Gallery exhibitions, Maynard Library programs, Open Table and Maynard Food Pantries, fuel assistance guidelines and Rep. Kate Hogan's monthly article.
- The COAs offers an iPad and Chromebooks lending program for those with limited financial resources to increase opportunities for Zoom classes, online activity, and the means to contact friends and family.
- Council on Aging Director Amy Loveless attended Minuteman Senior Services Annual Meeting, the Making the Connections transportation meeting, as well as monthly meetings with area COA directors.

LIBRARY:

- The library has hired Rachel Alexander as our new Collection Services Librarian, effective Jan. 3, 2022. She comes to us from the Peabody Institute Library in Danvers, where she has served as Head of Community and Outreach Services and Assistant Head of Technical Services. Rachel's responsibilities in Maynard will include collection development, acquisitions, cataloging, processing, and marketing, as well as providing reference and circulation services to patrons.
- The library welcomed the installation of the 1856 curfew bell which used to hang at the mill and then from the 1935-2020 at the Mission Evangelical Congregational Church. This move was supported by the town's Historical Commission and the Community Preservation Committee, and endorsed and assisted by the Library's Board of Trustees and town staff.



- This fall, the library began holding indoor in-person programs, and we have had a positive response from attendees. The programs have included author talks, technology workshops, craft activities, and children's programming. We have held them in the Roosevelt Room with limited capacity to allow for social distancing.
- In December, the library, with support from the Assabet Valley Innovation Alliance, will offer two youth innovation programs: The Junior LEGO (Invention) League on Saturday, Dec. 4, and a Discovery Museum Force and Magnetism Workshop on Wednesday, Dec. 8.
- A few upcoming adult programs to highlight:
 - Bestselling author David Baldacci will speak online on Dec. 9
 - The final talk in the Maynard Sesquicentennial History Series by David Mark will take place online on Dec. 14, and the topic will be "Food Cooperatives."
 - For both kids and adults, there will be an Intergenerational Storytelling Program with Davis Bates on the afternoon of Thursday, Dec. 30--a nice way to conclude 2021!
 - From January 3 through 29, 2022, there will be an exhibit of Anti-Apartheid Posters from the Collection of Stephen Lewis, on view in the Roosevelt Room.
 - In response to the severe humidity issues experienced in the library

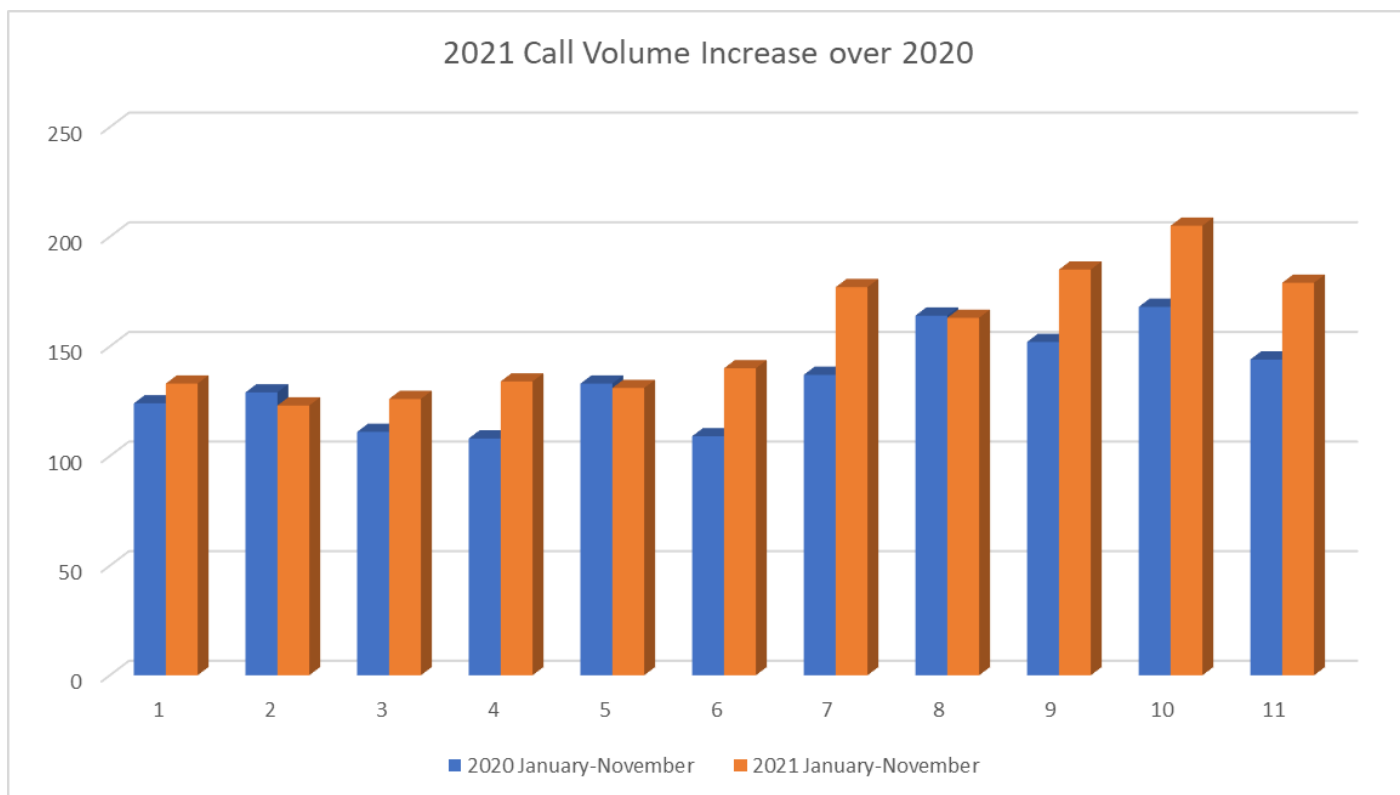


this past summer, we had new ductwork and return-air vents installed in the Trustees Room by our HVAC vendor Martel in October. We expect this improvement to make a big difference (there were previously no return-air vents in that room), although we won't be able to put it to a real test until next summer when the humidity returns.

- Thanks to the expertise and hard work of Peter F. McBride Tree Service, and support from Library Landscape Initiative donors, Maynard Community Gardeners, and the Maynard Tree Committee, the trees and shrubs around 77 Nason Street received a much-needed trimming in November. You can now move along the paths easily and see the building more clearly from the street. We thank everyone involved with this project for caring about the landscape and contributing their time, labor, funding, and advice.
- The library's elevator has been out of operation since Nov. 22 but is expected to be back up and running on Dec. 2. The repair company ran into supply-chain difficulties as they tried to obtain the circuit-board replacement. Library staff have pitched in and worked hard to carry materials up and down the stairs and assist patrons who were unable to visit the second and third floors.
- As required by the Massachusetts Board of Library Commissioners, the library created a new Action Plan for FY23, which can be found on our website. We have ambitious plans for the coming year and look forward to discussing them with the Select Board when we meet in March.
- Current library hours are: Monday, Wednesday, Friday, and Saturday, 10am-5pm; and Tuesday and Thursday, 2pm-9pm. See upcoming library events at maynardpubliclibrary.org/calendar

FIRE DEPARTMENT:

- We have had 277 emergency requests for service since October 19. We are continuing to see a rise in emergency call volume compared to the same point last year. We had 179 emergency responses in November compared to 144 last November. Below is a comparison by month in 2020 compared to 2021 between January and November.



- We are continuing to feel the impact of the Digital Way project, 16 Digital Way in particular.
- We have continued issuing permits and reviewed plans for fire prevention. We have had 95 documented fire prevention activities since October 19.
- We have had 124 maintenance-related activities since October 19, including the replacement of another boiler. We see a dramatic rise in repairs for our self-contained breathing apparatus.
- We have had 143 in-house training events since October 19. This includes training firefighters and captains in Tactical Emergency Casualty Care (TECC). TECC occurs after a mass casualty event such as a mass shooting or bombing. We are working with the Maynard Police Department on some joint training beginning in early 2022.
- Chief Stowers is overseeing the FEMA and CARES Act reimbursements for the community. Paperwork and submittals remain ongoing. As of November 29, we have spent \$788,668.44 on COVID 19 related purchases, with just over \$30,000 reimbursed by FEMA. These are isolation protection measures, including distance learning for the schools. CARES Act funding expires on December 30, 2021. Below is a breakdown of spending by department:

Total to date:	
Department	11/29/2021
School	\$521,564.76
DPW	\$52,649.74
Fire	\$9,950.31
Police	\$10,566.88
Library	\$3,862.01
Town Hall-Health	\$76,941.98
COA	\$5,620.00
Town (PPE)- COVID Testing-Public Health	\$66,526.10
Outstanding School Purchase Orders	\$3,013.02

Special Town Meeting Payroll	\$3,261.75
Annual Town Meeting-DPW-PD	\$2,030.00
COVID-Protocol Payroll	\$30,833.33
COVID-Supplies-Clinic	\$1,848.56
Sub-total	\$788,668.44
FEMA Total Covered	\$30,975.36
Total CARES	\$757,693.08

- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic.
- We continue having weekly construction meetings for the new fire station. We will have a weekly meeting until the project is complete, hopefully in August of 2022!

PUBLIC WORKS:

- Florida Road Bridge demolition and replacement is underway. Currently with pre-construction work to address surrounding utilities. The Massachusetts Department of Transportation (MassDOT) and contracted project managers report that full bridge shut down is expected to begin December 13, 2021. Construction is expected for two years. [Visit the town website for updates and detour information.](#)
- The DPW is underway with the preliminary geo-technical survey for installation of Well 4A. We are currently at the 70% design engineering plan stage. We are anticipating full design to be completed within December, with bid package prepared to execute over winter for spring construction. The DPW, in coordination with our water utility engineering firm Stantec, have been working to complete full engineering design of Maynard's new public drinking water ground well source (4A), with an anticipated completion date of Fall 2022. Final engineering processes have been underway for the past two months. We have been finalizing geo technical aspects of the design, which include the following;
 - Vertical ground Borings – completed the borings on the 129 Parker side, need to come back to do a few more borings in the area of the lagoons (likely location of the future backwash holding tank). At this point they do not think they will be able to be back on site until 12/3.
 - Seismic refraction – on site the week of (11-22-2021)
 - Survey – this is to support the design of a sewer force main from the WTP to Great Rd, the survey crew will be onsite to survey the access road from the WTP all the way to the nearest SMH on Great Rd, they started (11-23-2021) and will be on site the remainder of the week. LandTech is the survey company.
 - Wetlands flagging – this is to support the design of a sewer force main from the WTP to Great Rd, old plans show wetlands in the area so we need to flag the area to support design and permitting activities. I do not know their schedule right now, but we hope they will be on site next week (11-29-2021) to do this work.





- Work was recently performed by the Highway department in partnership with Firehouse Infrared Asphalt Repair. Infrared repair is a process of utilizing extreme heating elements to readjust failed asphalt, allowing for a smoother surface to be reestablished. Our team repaired over two dozen sewer manhole structures at various locations throughout Maynard.



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- Highway department installing the remaining public shade trees as part of the downtown public shade tree revitalization project initiated in the spring, and finalizing in the Fall. This project has truly been a collaboration of the department of public works and dozens of volunteers assisting with the acclimation

process (watering). We would like to thank the Maynard Tree committee, Maynard tree Corps & others for their assistance with this project.





- Work was recently completed at the Maynard Dog Park for an improvement project conducted by Bransfield Tree Co LLC with funding provided by an anonymous financial donor presented and coordinated by Maydog.





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- Forestry, Parks & Cemetery department conducted a fall cleanup at Glenwood cemetery. This pile represents less than 10% of the collection efforts at the Glenwood Cemetery during fall leaf cleanup season.



- Below represents the work that the Forestry, Parks & Cemetery Department have been completing over the past three week. The trail surrounding the pond at the Lower section of Glenwood cemetery is being restored as part of a CPC project that was started over two years ago. We anticipate the completion of the restoration to take place this month, weather dependent.





- The Highway department removed downtown decorations in anticipation of installation of the winter seasons holiday decorations.

